



MISSOURI DIVISION OF FIRE SAFETY



HAZARDOUS MATERIALS

NFPA 472-2013

*CERTIFICATION
PROGRAM*



HAZARDOUS MATERIALS CERTIFICATION PROGRAM

TABLE OF CONTENTS

| | |
|---|-----------------------------------|
| Certification Process | Page 1 |
| Hazardous Materials Certification | Page 2 |
| Hazardous Materials Awareness Requirements | Section I Page 2 |
| Hazardous Materials Operations Requirements | Section II Page 3 |
| Hazardous Materials Technician Requirements | Section III Page 4 |
| Hazardous Materials Technician Recertification | Section IV Page 5 |
| Awareness and Operations Annual Refresher | Section V Page 6 |
| Application for Certification Testing | Section VI Page 6 |
| Certification Written Test Requirements | Section VII Page 8 |
| Operations Practical Skills Exam | Section VIII Page 9 |
| Technician Practical Skills Exam | Section IX Page 9 |
| Hazardous Materials Equivalency/Reciprocity Section .. | Section X Page 11 |
| Saving Clause | Section XI Page 12 |
| Suspension, Revocation or Denial | Section XII Page 12 |
| Appeal Process | Section XIII Page 13 |
| Hazardous Materials Applications | |



MISSION

The Division of Fire Safety provides proactive statutory enforcement, regulatory oversight and education to protect all lives and property from the devastation of fires, explosions and life safety perils.



HAZARDOUS MATERIALS CERTIFICATION PROGRAM

Certification Process

The guidelines for the state certification program are designed to ensure the following: accountability, consistency, and credibility of instruction, testing, and certification of first responders and public sector officials and employees in the State of Missouri.

Goals of the Certification Program:

1. To raise the level of hazardous materials training for the State of Missouri.
2. To improve training and education for first responders and public sector officials and employees.
3. Establish minimum basic training standards for first responders and public sector officials and employees.
4. Issuance of certificates to persons who complete requirements for certification and pass the required state examinations.
5. To maintain records of persons who have attained state certification.

Hazardous Materials Awareness, Operations and Technician Certification is provided through the Missouri Department of Public Safety, Division of Fire Safety. This certification is internationally accredited by the International Fire Service Accreditation Congress (IFSAC) and the National Board on Fire Service Professional Qualifications (ProBoard). The Missouri Division of Fire Safety shall certify individuals at the levels of Hazardous Materials Awareness, Operations and Technician based on a combination of requirements and qualifications.

The Missouri Division of Fire Safety subscribes to the policy of nondiscrimination in areas of race, color, religion, sex, age, national origin, and the handicapped. Entry level qualifications are reviewed to ensure that each applicant meets the specified requirements.



HAZARDOUS MATERIALS CERTIFICATION PROGRAM

Hazardous Materials Certification

Hazardous Materials certification is granted to those individuals who meet the required qualifications and successfully pass the certification exam. The requirements for Awareness, Operations and Technician levels are based on NFPA 472-2013 and 29CFR1910-120(q). No individual shall attain higher hazardous materials certification without first completing Hazardous Materials Awareness Level. Applicants seeking certification at the Operations level, must first show documentation of having met the requirements for Hazardous Materials Awareness. Applicants seeking certification at the Technician level, must first show documentation of having met the requirements for Hazardous Materials Awareness and Operations.

All qualifications must be met and documentation supplied to the Division of Fire Safety prior to admission to the certification examination. **Applicants have one year from the time of course completion to complete the certification process.**

I. Applicants Requirements for Hazardous Materials Awareness Certification

Certification as Hazardous Materials - Awareness Level will be issued to those individuals who have met the following guidelines and provided documentation verifying:

- A. Complete the enclosed "Application for Testing and Certification," including the "Authorization for Release of Information." Application and authorization must be signed and complete in order to be considered.
- B. Successful completion of a Division of Fire Safety approved Hazardous Materials Awareness course (MUFRTI online HM Awareness course only: attach copy of a course completion certificate to application).
- C. Applicant must be a resident of Missouri, or employed within the State.
- D. Applicant must be at least 18 years of age.
- E. Applicant must possess a valid state or federal issued identification (attach copy to application).
- F. Applicant must attain a score of 70% on the state certification written exam.



HAZARDOUS MATERIALS CERTIFICATION PROGRAM

II. Applicants Requirements for Hazardous Materials Operations Certification

Certification as Hazardous Materials - Operations Level will be issued to those individuals who have met the following guidelines and provided documentation verifying:

- A. Complete the enclosed "Application for Testing and Certification," including the "Authorization for Release of Information." Application and authorization must be signed and complete in order to be considered.
- B. Successful completion of a Division of Fire Safety approved Hazardous Materials Operations training program.
- C. Applicant must be a resident of Missouri, or employed within the State.
- D. Applicant must be at least 18 years of age.
- E. Applicant must possess a valid state or federal issued identification (attach copy to application).
- F. Applicant must attain a minimum score of 70% on the State certification written and must successfully pass all practical skills tested on the State practical skills examination.
- G. Applicant must be certified by the Division of Fire Safety at the Hazardous Materials Awareness Level to NFPA 472-1997 or newer standard.



HAZARDOUS MATERIALS CERTIFICATION PROGRAM

III. Applicants Requirements for Hazardous Materials Technician Certification

Certification as Hazardous Materials Technician Level will be issued to those individuals who have met the following guidelines and provided documentation verifying:

- A. Complete the enclosed "Application for Testing and Certification," including the "Authorization for Release of Information." Application and authorization must be signed and complete in order to be considered.
- B. Successful completion of a Division of Fire Safety approved Hazardous Materials Technician training program.
- C. Applicant must be a resident of Missouri, or employed within the State.
- D. Applicant must be at least 18 years of age.
- E. Applicant must possess a valid state or federal issued identification (attach copy to application).
- F. Applicant must attain a minimum score of 70% on the State certification written and must successfully pass all practical skills tested on the State practical skills examination .
- G. Applicant must be certified by the Division of Fire Safety at the Hazardous Materials Awareness and Operations Levels to NFPA 472-1997 or newer standard.
- H. The candidate must meet the medical and physical fitness requirements to perform the task of Hazardous Materials Technician as determined by the authority having jurisdiction.



HAZARDOUS MATERIALS CERTIFICATION PROGRAM

IV. Hazardous Materials Technician Recertification

The Hazardous Materials Technician Certification level shall expire three years from the certification date or from date of recertification.

Notification of approaching expiration will be sent to the individual's home address of record prior to the recertification date. The individual is responsible for supplying the Division with a current home address.

The Hazardous Materials Technician will be required to complete the following criteria in order to renew certification:

- A. Complete and submit the Recertification Application.
- B. Summary of how your duties over the past three (3) years reflect your current certification level.
- C. Provide documentation of 24 hours of total training (8 hours per year) as a student or instructor, or any combination, in Hazardous Materials Technician related courses or seminars. Continuing education training must include demonstration of competency at all practical skill evolutions conducted during the approved classes and documentation of these proficiencies.

Note: All courses and seminars are subject for approval by the Division of Fire Safety.

In the event an individual does not submit the required documentation for recertification as a Hazardous Materials Technician, his or her certification status will be revoked. In order to regain certification, individuals must successfully complete an approved Hazardous Materials Technician course, including successful score on the written course exam and practical skills exam. Individuals must meet all requirements for certification including but not limited to passing the certification exam in order to qualify for certification.



HAZARDOUS MATERIALS CERTIFICATION PROGRAM

V. Awareness and Operations Certification Annual Refresher

- I. Those applicants who are trained in accordance with 29CFR1910-120(q)(6) shall receive annual refresher training of sufficient content and duration to maintain their competencies, or shall demonstrate competency in those areas at least yearly (reference 29CFR1910-120(q)(8)). The Division of Fire Safety has adopted the following refresher requirements:
 - A. Successfully attend a Hazardous Materials Awareness or Operations training program **or**
 - B. A statement of training or competency shall be made by the employer (e.g.: fire chief, police chief, sheriff, etc.). If a statement of training or competency is made, the employer shall keep a record of the methodology used to demonstrate training or competency. This statement shall be available to the Division of Fire Safety for review upon request.

VI. Application for Certification Testing

Application for Written Testing for Hazardous Materials-Awareness Certification

The following information must be **attached** to the candidate's application for testing:

- A. An "Application for Testing and Certification" completed by applicant - stating name and personal information.
- B. The student's original Training Record.
- C. Copy of valid Missouri drivers license, Missouri ID, military ID, or federal ID.
- D. Complete an "Authorization for Release of Information" form.
- E. Individuals may apply for testing and in turn will be notified of confirmation of the test date and the location by the Division of Fire Safety.



HAZARDOUS MATERIALS CERTIFICATION PROGRAM

Application for Written Testing for Hazardous Materials-Operations Certification

The following information must be **attached** to the candidate's application for testing:

- A. An "Application for Testing and Certification" completed by applicant - stating name and personal information.
- B. The student's original Training Record.
- C. Copy of valid Missouri drivers license, Missouri ID, military ID, or federal ID
- D. Complete an "Authorization for Release of Information" form.
- E. Individuals may apply for testing and in turn will be notified of confirmation of the test date and the location by the Division of Fire Safety.

Application for Written Testing for Hazardous Materials-Technician Certification

The following information must be **attached** to the candidate's application for testing:

- A. An "Application for Testing and Certification" completed by applicant - stating name and personal information.
- B. The student's original Training Record.
- C. Copy of valid Missouri drivers license, Missouri ID, Military ID or Passport.
- D. Complete an "Authorization for Release of Information" form.
- E. Individuals may apply for testing and in turn will be notified of confirmation of the test date and the location by the Division of Fire Safety.



HAZARDOUS MATERIALS CERTIFICATION PROGRAM

VII. Certification Written Test Requirements

Candidates must score 70% or better on the state written certification examination. The Awareness exam consists of 50 multiple choice questions and must be completed within one hour. The Operations and Technician exams consist of 100 multiple choice questions and must be completed within two hours.

For Awareness and Operations exams, each question is referenced to one or more of the following sources: NFPA 472-2013; Jones & Bartlett, *Hazardous Materials: Awareness and Operations*; Jones & Bartlett, *Fundamentals of Fire Fighter Skills*, Third Edition, Chapters 28-35; International Fire Service Training Association, *IFSTA Hazardous Materials for First Responders*, Fourth Edition; International Fire Service Training Association, *IFSTA Essentials of Fire Fighting*, Sixth Edition, Chapter 23 and 24; University of Missouri Fire & Rescue Training Institute's *Hazardous Materials Initial Response: Awareness* course online at www.mufrti.org; or the *Emergency Response Guidebook*. Those students taking the Operations examination should be familiar with the Incident Command/Management System.

For the Technician exam, each question is referenced to one or more of the following sources: NFPA 472-2013; Jones & Bartlett *Hazardous Materials, Managing the Incident*, fourth edition and the Division of Fire Safety *Hazardous Materials Technician Reference Guide*. Those students taking the Technician examination should be familiar with the Incident Command/Management System.

Students can prepare for the exam through completion of the appropriate course and reviewing the above references. Applicants must take and pass the certification exam within one year of completing the appropriate course.

Sample Test Question

1. The bottom quadrant of the NFPA 704 System is used to indicate _____.
 - A. health hazards
 - B. flammability
 - C. additional hazards
 - D. reactivity

A candidate who has failed the written exam may schedule a retest by filling out a "Retesting Application" and submitting it to the Division of Fire Safety. The retest cannot be on the same day as the initial test. **Application for retesting must be made within one year of course completion in order to be considered for certification.**



HAZARDOUS MATERIALS CERTIFICATION PROGRAM

VIII. Hazardous Materials Operations Practical Skills Exam

Each skill objective in the NFPA 472 standard for Hazardous Materials Operations is tested at the conclusion of an approved course by an approved evaluator. Skills have been created for core competencies and each mission-specific required discipline. Students should have mastered these skills during the approved Hazardous Materials Operations course. All completed skill sheets must be sent to the Division in order to be eligible for certification.

Operations test candidates must demonstrate all practical skills at the end of the course in the presence of a certified practical skill evaluator. **All of the practical skills required to meet NFPA 472-2013 are to be tested during the practical skills exam.**

Individuals with facial hair that comes into contact with the SCBA facepiece will not be allowed to test for certification. The Lead Evaluator will have the authority to deny testing to these individuals and is expected by the Division to do so.

A candidate has two attempts to successfully demonstrate a given skill. If an individual skill is failed after a second attempt, the entire practical skills exam is failed. Should a student fail a test a second time, he or she shall be required to successfully complete an approved hazardous materials course and practical skills before again applying for the written exam and certification.

IX. Hazardous Materials Technician Practical Skills Exam

All Hazardous Materials Technician practical skills testing will be scheduled only by the Division of Fire Safety. The Division will notify students, who have met the certification eligibility requirements, of the practical testing dates and locations. Testing materials will be sent to the Lead Evaluator prior to the scheduled test date.

Practical skills tests are generated by the Division of Fire Safety. Practical skill tests are designed so that the possibility exists that any Job Performance Requirement from the given NFPA Standard can be on a particular skill test. All practical skills exams shall contain a diverse degree of difficulty in job areas.

Hazardous Materials Technician practical skills tested are sequenced in the form of actual contextual skills. The benefits of this choice of sequenced skills include that randomness is ensured and thus the students must be prepared for any skill from the appropriate NFPA standard.



HAZARDOUS MATERIALS CERTIFICATION PROGRAM

The Division of Fire Safety will assign and approve all Lead and Assisting Evaluators.

Technician test candidates must demonstrate practical skills as drawn at the scheduled practical skills exam in the presence of a certified practical skill evaluator.

Individuals with facial hair that comes into contact with the SCBA facepiece will not be allowed to be tested for certification. The Lead Evaluator will have the authority to deny testing to these individuals and is expected by the Division to do so. A candidate has two attempts to successfully demonstrate a given skill. If an individual skill is failed after a second attempt, the entire practical skills exam is failed. Should a student fail a test a second time, he or she shall be required to successfully complete an approved hazardous materials course and practical skills before applying for the written exam and certification.

The Student Practical Skills book, "Verification of Successful Completion of Practical Skills", and Practical Skills Summary Form located in the front of each student practical skills booklet must be forwarded to the Division of Fire Safety at least 14 days prior to the scheduled practical skills exam in order for any student to be allowed to participate in the practical skills certification exam.

Only those individuals whose "Application for Certification and Testing", Student Practical Skills book, and "Verification of Successful Completion of Practical Skills" have been received and approved by the Division of Fire Safety will be allowed to participate in the practical skills certification exam.

Practical skills testing will be scheduled only by the Division of Fire Safety. The Division will notify students, who have met the certification eligibility requirements, of the practical testing dates and locations.



HAZARDOUS MATERIALS CERTIFICATION PROGRAM

X. Applying for Hazardous Materials Equivalency/Reciprocity

For both Equivalency and Reciprocity, the candidate must mail in all documentation. Application must be original; all other documentation may be copies. The Division of Fire Safety will not accept any faxed or emailed applications.

Equivalency

Individuals not holding certification accredited by the International Fire Service Accreditation Congress (IFSAC) or the National Board on Fire Service Professional Qualifications (ProBoard) must comply with the following guidelines:

- A. Candidate must complete the appropriate application and attach supporting documentation.
- B. The candidate must be a member of a Missouri Fire Department and must have the signature of the Fire Chief in order to request reciprocity.
- C. Candidate must submit documentation of training and testing that complies with each component of the appropriate NFPA Standard for desired level of certification. Documentation must be dated within the last 5 years.
- D. Candidate must successfully pass the Division of Fire Safety's written exam with a minimum score of 70% for desired level of certification and practical skills exam, where applicable.
- E. Applicant must meet the general requirements for certification as outlined in the appropriate certification booklet.

Reciprocity

Individuals holding certification accredited by the International Fire Service Accreditation Congress (IFSAC) or the National Board on Fire Service Professional Qualifications (ProBoard) must comply with the following guidelines:

- A. Candidate must complete the appropriate application and attach supporting documentation.
- B. Certificates must clearly indicate IFSAC or ProBoard Accreditation for the level of certification.
- C. Provide the Division with written verification from the non-Missouri certifying authority that the applicant's certification is current, valid and in good standing.
- D. The candidate must be a member of a Missouri Fire Department and must have signature of the Fire Chief in order to request reciprocity
- E. Applicant must meet the general requirements for certification as outlined in the appropriate certification booklet.

The Missouri Division of Fire Safety Training Division will review and verify all documentation. Once documentation has been reviewed and verified to meet the certification criteria, the candidate will be issued reciprocity. If documentation does not meet the certification requirements, the candidate will be denied reciprocity. The candidate would then be required to complete an approved training program and meet all certification requirements including but not limited to, passing written and practical skills certification exams.



HAZARDOUS MATERIALS CERTIFICATION PROGRAM

XI. Saving Clause

The qualifications developed in this program shall not be used to render invalid any rank, qualification, certification, or appointment acquired prior to the adoption of this program.

XII. Suspension, Revocation or Denial

The Director of the Division of Fire Safety may suspend, revoke or deny certification to any individual when it is found that the individual:

- A. Has knowingly made a material misrepresentation of any information required for certification.
- B. Has knowingly by any means of false pretense, deception, fraud, misrepresentation or cheating, obtained training or certification.
- C. Has been convicted of or pleaded guilty to a felony.
- D. Fails to achieve a score of 70% on the certification examination or fails to successfully pass the practical skills examination (if applicable).

All certifications currently held by the individual will be reviewed.



XIII. Appeal Process

Upon the revocation or denial of a certification level, the decision may be appealed in writing to a Board of Appeals within 45 days of the date of the revocation or denial letter.

The Appeal Board will be made up of the following:

1. Two representatives of the Missouri Division of Fire Safety, Missouri Fire Safety Education/Advisory Commission appointed by the Director of the Division of Fire Safety
2. A representative of the Missouri Department of Public Safety appointed by the Department Director.

The Appeal Board may elect to:

1. Deny the appeal without action
2. Make a recommendation to the Director of the Division of Fire Safety from the written appeal
3. Hold an informal appeal hearing with the individual revoked or denied certification

The Appeal Board shall notify the Director of the Division of Fire Safety and the individual submitting appeal within 90 day of receipt of the appeal.

Failure of any state certification exam **SHALL NOT** be grounds for an appeal.

| | | | |
|--|---|---|-----------------------|
| Date Received |  Department of Public Safety Division of Fire Safety PO Box 844, Jefferson City, MO 65102 (573) 522-2426 FAX (573) 751-1744 Website: www.dfs.dps.mo.gov |   | Date Approved To Test |
| Received By | | | Approved By |
| Application for Testing and Certification | | | |

| | |
|---|------------------------|
| Location for Testing:(see website for testing locations and dates) | Date of Testing |
| | |

| | | | | |
|-------------------------------------|---|---|---|----------------------------|
| Personal Information: | | | | |
| Last 4 SSN # | Last Name | Suffix | First Name | M.I. |
| | | | | |
| Mailing Address of Applicant | | | City | State |
| | | | | |
| Driver's License # | D.L. State | Personal Phone # <input type="checkbox"/> Home <input type="checkbox"/> Cell | Email Address | |
| | | | | |
| Date of Birth | Sex <input type="checkbox"/> Male <input type="checkbox"/> Female | High School Diploma? <input type="checkbox"/> Yes <input type="checkbox"/> No | GED? <input type="checkbox"/> Yes <input type="checkbox"/> No | County of Residence |
| | | | | |

| | | | |
|------------------------------------|----------------|---------------------------|-----------------|
| Current Agency Information: | | | |
| Agency Name | Phone # | Yrs of total Serv. | County |
| | | | |
| Street Address | City | State | Zip Code |
| | | | |

| |
|--|
| Agency Type |
| <input type="checkbox"/> Volunteer FD <input type="checkbox"/> Paid FD <input type="checkbox"/> Academy Student <input type="checkbox"/> Private <input type="checkbox"/> Other Local, State or Federal Agencies |

| | | | | |
|--|---|--|---|---|
| Check the Certification Test(s) Applying For: | | | | |
| Fire Protection | <input type="checkbox"/> Firefighter I | <input type="checkbox"/> Firefighter II | Was Firefighter II taken online? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Hazardous Materials | <input type="checkbox"/> Awareness | <input type="checkbox"/> Operations | <input type="checkbox"/> Technician | Was HM Awareness online? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Fire Officer | <input type="checkbox"/> Fire Officer I | <input type="checkbox"/> Fire Officer II | | |
| Fire Service Instructor | <input type="checkbox"/> Level I | <input type="checkbox"/> Level II | | |
| Driver/Operator | <input type="checkbox"/> Pumper | | | |
| Fire Inspector | <input type="checkbox"/> | | | |
| Fire Investigator | <input type="checkbox"/> | | | |

Have you ever forfeited bond, entered a plea of guilt or been convicted of any criminal offense (other than minor traffic offenses)?

☐ Yes ☐ No

If yes, download a "Criminal Offense Statement" at
http://www.dfs.dps.mo.gov/documents/forms/MO_815-F0047.pdf

This form MUST be fully completed and submitted with this application.

Authorization for Release of Information

I, (Print Full Name) _____ hereby certify that all statements made on or in connection with this application are true and complete to the best of my knowledge and belief. I understand and agree that any misstatements or omissions of material facts will cause denial or forfeiture of my certifications.

I further authorize all law enforcement agencies, U.S. Military, Federal, State and/or Local government agencies to furnish the Missouri Division of Fire Safety, with any and all information regarding me in order to determine suitability for certification. I further release said agency or person from all liability for any damages whatsoever that may occur from furnishing such information to the Missouri Division of Fire Safety.

Also, by signing this form, I hereby authorize the release of any or all information concerning my enrollment status for the courses requesting certification and certification exam results only to the Chief Officer or his designee of my organization.

A photo-static copy of this authorization will be considered as effective and valid as the original.

Signature of Applicant: _____ **Date:** _____

To be completed by the Lead Instructor of a Division of Fire Safety Registered and Approved Course

It is hereby confirmed that the above applicant has attended and successfully completed an approved course as checked above.

Location: _____

Signature: _____ Date: _____

Hazardous Materials Levels & Fire Fighter I and II ONLY **To be completed by applicants Fire Chief, Academy Representative or Agency Supervisor**

I certify that the above applicant meets the physical and medical requirements set down by the _____
to perform the duties of the applicable NFPA standard. (Authority Having Jurisdiction)

Signature: _____ Date: _____

Testing will be scheduled by the State Fire Marshal's Office, Training and Certification Unit.

COMPLETED APPLICATION MUST BE RECEIVED AND APPROVED PRIOR TO TESTING

| | | | |
|--|--|---|---------------|
| Date Received |  Department of Public Safety Division of Fire Safety PO Box 844, Jefferson City, MO 65102 (573) 522-2426 FAX (573) 751-1744 Website: www.dfs.dps.mo.gov |   | Date Approved |
| Received By | | | Approved By |
| Application for Hazardous Materials Course Delivery | | | |

| | | | | | |
|--|--|---------------------------------------|--|--|--|
| Location for Course | | Start Date | | Expected End Date | |
| | | | | | |
| Street Address | | City | | Zip Code | |
| | | | | | |
| Course to be Delivered: | | | Approved Curriculum to be used: | | |
| <input type="checkbox"/> Awareness <input type="checkbox"/> Operations <input type="checkbox"/> Technician | | | | | |
| Location of Course Records: | | Person Responsible for Records | | Post Certified: | |
| | | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Instructor Information: | | | | | |
| Last 4 SSN # | | Last Name | | First Name | |
| | | | | | |
| Mailing Address of Instructor | | City | | State | |
| | | | | | |
| Email Address | | Phone Number | | | |
| | | | | | |
| Host Agency Information: | | | | | |
| Agency Name | | Agency Phone # | | County | |
| | | | | | |
| Street Address | | City | | State | |
| | | | | | |
| Signature (Instructor or Host Agency Representative) | | | | Date | |
| | | | | | |

| Division of Fire Safety Use Only | | | | | |
|--|-----|----|------|----------|--------|
| | Yes | No | Date | Initials | Notes: |
| Approval Granted | | | | | |
| Approval Letter Sent | | | | | |
| Data Entry Date: _____ Initials: _____ | | | | | |

| | | | |
|--|--|---|---------------|
| Date Received |  Department of Public Safety Division of Fire Safety PO Box 844, Jefferson City, MO 65102 (573) 522-2426 FAX (573) 751-1744 Website: www.dfs.dps.mo.gov |   | Date Approved |
| Received By | | | Approved By |
| Application for Hazardous Materials Operations Evaluator Confirmation | | | |

To be completed by the Course Lead Instructor

| | | | |
|--|---------------------------------|----------------------------|---------------------------|
| Host Agency for Course | | Start Date | Expected End Date |
| | | | |
| Street Address | City | Zip Code | Number of Students |
| | | | |
| Lead Instructor's Name | | Mobile Phone Number | |
| | | | |
| Email address | Fax Number | Test Site Location | |
| | | | |
| Lead Evaluator Information: Note: Refer to the "Hazardous Materials Guide for Lead Instructor" for number of evaluators required to conduct a skills exam | | | |
| Last Name | First Name | M.I. | |
| | | | |
| List Assisting Evaluator | List Assisting Evaluator | | |
| | | | |
| List Assisting Evaluator | List Assisting Evaluator | | |
| | | | |
| List Assisting Evaluator | List Assisting Evaluator | | |
| | | | |
| Signature (Lead Instructor) | | | Date |
| | | | |

This completed form must be received by the Division of Fire Safety no less than 72 hours prior to the start of the approved course.

| Division of Fire Safety Use Only | | |
|--|------------------|-------------|
| | Signature | Date |
| Approval Granted and Confirmation Sent | | |
| Note: | | |
| | | |